



SARASOTA MIDDLE SCHOOL ABSENCE NOTIFICATION



Instructions: Students must bring this form to the front office at the beginning of the school day. Proof of appointments are required in order for the absence, early dismissal or tardy to be 'EXCUSED'. An Absence Notification MUST be submitted within 3 days of returning from absence. Going out of town is not an excusable absence unless a 'Pre-Arranged Absence Form' is filled out and signed at least 3 days prior. For early dismissal, students must bring this Absence Notification Form to the front office to obtain a Passport in order to leave class early.

Student's Name _____ Grade _____

Will be picked up early on (Date) _____ at (Time) _____

Doctor/Dentist Appt. Other – Explain: _____

Was late on _____ (Date) Due to: Doctor/Dentist Appt. Other: Explain: _____

Was absent on _____ (date/s) for the following reason(s): _____

Dr. Note Attached - Yes No Parent Signature _____ Date _____

Office Use Only:

Received on: _____ Initials: _____

Excused Unexcused Past 3 day limit – Unexcused



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